

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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May 13, 2003

FROM: MARK H. UFFER, Director
Arrowhead Regional Medical Center

SUBJECT: EMPLOYMENT AGREEMENT WITH CATHERINE RODRIGUEZ FOR CHIEF FINANCIAL OFFICER POSITION

RECOMMENDATION: Approve Employment Agreement with Catherine Rodriguez to provide services as Chief Financial Officer for the period of May 17, 2003 through May 16, 2004, for an amount of \$120,000 plus Exempt C benefits.

BACKGROUND INFORMATION: The current incumbent of the Chief Financial Officer position has notified Hospital Administration that his last work day will be June 27, 2003. Until March 2004, pursuant to the County of San Bernardino Executive Compensation Plan, the current incumbent will remain in the CFO position utilizing his accrued leave time. For this reason, a contract employee will be used to fill the position. Upon the current incumbents final separation from the County, the contract will convert to a regular position.

Following requirements of the Contract Employment Checklist set forth by the County's Chief Administrative Officer, the Human Resources Department placed an ad in the Los Angeles Times, San Bernardino Sun and Jobs Available publications to recruit for the Medical Center's Chief Financial Officer position. The advertisements resulted in 10 applicants of which three were qualified candidates. All candidates were invited to participate in the first interview proceedings conducted by the Personnel Officer and the Administrative Team. From the initial interview all three candidates were chosen for a second interview with the Medical Center's Director.

Catherine Rodriguez has extensive experience with finance and accounting and was chosen as the final candidate. She will be re-locating to the Inland Empire to accept the position with ARMC. Ms. Rodriguez will be responsible for developing, managing and coordinating the financial operations as well as fiscal policies and procedures for the Medical Center.

REVIEW BY OTHERS: This item has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on April 30, 2003, Human Resources (Margaret Smith, Human Resources Officer II) on April 30, 2003, and HSS Administration (Beatriz Valdez, Administrative Analyst) on May 1, 2003.

FINANCIAL IMPACT: The estimated amount of this Agreement for the remainder of Fiscal Year 2002/03 is \$13,846, plus Exempt C benefits. The annual cost of this Agreement is \$120,000 plus benefits. Funds are available in the Medical Center's Fiscal Year 2002/03 operating budget and will be included in the final FY 2003/04 operating budget.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and recommends approval since the position of Chief Financial Officer is essential to the successful operation of the Medical Center.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mark H. Uffer, Director, Arrowhead Regional Medical Center, 580-6150

Record of Action of the Board of Supervisors

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